OFFICE OF CENTRAL SERVICES

1 September - 1 October 1952

ENTERED ON DUTY:

25X1

Name	Title	Date
	Courier	9-26-52
	Clerk Typist (Return from LWOP)	9-8-52
	Microphotographer	9-22-52
r.	Photographer	9-26-52
	Photographer	9-9-52
	Photographer	9-29-52
	Offset Press Operator Helper	9-9-52
	Bindery Helper	9-8-52
	Clerk Stenographer	9-8-52
	Records Analyst	9-23-52
	Courier	9-17-52
	Courier	9-15-52
	Courier	9-23-52
	Messenger	9-26-52
	Card Punch Operator	9-29-52

25X1

SEPARATIONS DUE TO RESIGNATIONS, TRANSFERS, TERMINATIONS, ETC.:

25X1

	Title		Date
	Photographic Aide	Trans. to O&M	9-11-52
	Linotype Operator	Resignation - Insufficient overtime	9-26-52
	Offset Press Operator	Resignation f/maternity reasons and moving to Ohio	9-12-52
	Tele.Comm.Serv.Supvr.	Resignation - Getting married and moving away from Washington	9-26-52
	Telephone Operator	Trans. to OCD	9-27-52
	Courier	Trans. to OCI	9-16-52
	Courier	Trans. to FLAC	9-23-52(Eff.)
	Stat. Coding Clerk	Resignation - Moving to Darby, Pa., with husband who is being discharged from Service in November	9-26-52
	Tab Machine Operator	Death while on LWOP	9-16-52

25X1

PENDING ACTIONS CANCELLED DUE TO DECLINATIONS, DISAPPROVALS, ETC.:

	Title		Date
	Photographer(Trainee)	DIS Disapproval	9-24-52
	Paper Cutter Operator	Resigned from Pool-Could not get satis.housing in Washington for family	9-15-52
	Telephone Operator	Declined due to shift work	9-8-52
	Messenger	Resigned from Pool - to attend Hampton Institute	9-4-52

OFFICE OF GENERAL SERVICES

1 September - 1 October 1952

25X1

NEW APPOINTMENT ACTIONS SUBMITTED:

Telephone Operator		9-8-52
Records Analyst		9-25-52
Courier		9-15-52
Courier		7-18-52(By Pers.)
Courier		7-30-52(By Pers.)
Courier		7-30-52(By Pers.)
Courier		7-30-52(By Pers.)
Courier		8-4-52 (By Pers.)
Courier		9-3-52 (By Pers.)
Courier		7-30-52
Messenger		9-4-52
Messenger		9-25-52
Messenger		9-25-52
Messenger		7-16-52(By Pers.)
Clerk		9-2-52
Tab Machine Operator (For overseas)		9-15-52(Sec.only)
Tab Machine Operator (For overseas)		9-24-52(Sec.only)

1 October 1952

OFFICE OF GENERAL SERVICES

SLOT	T/O		INCUMBENT	PENDING OR VACANT
25X1				

RECORDS MANAGEMENT AND DISTRIBUTION DIVISION

| | GS-306-13 | Records Mgt. Off. | | 25X1 |
| | GS-318-5 | Secretary (Steno) | | |

VITAL MATERIALS BRANCH

	GS-305-7	File Supvr.		25X1
	GS-305-5	File Clerk		
	GS-371-4	Microphotographer		

RECORDS ANALYSIS BRANCH

	GS-306-12	Records Mgt. Off.		25X1
	GS-306-11	Records Mgt. Off.		
	GS-306-11	Records Analyst		
	GS-306-9	Records Analyst		
	GS-306-7	Records Analyst		
	GS-301-4	Clerk (typing)		
	GS-306-7	Records Analyst		25X1

OFFICE OF GENERAL SERVICES

SLOT	T/O	INCUMBENT	PENDING OR VACANT

25X1   RECORDS MANAGEMENT AND DISTRIBUTION DIVISION (CONTINUED)
ARCHIVES BRANCH

GS-306-9   Records Analyst   25X1
GS-306-7   Records Analyst   25X1
GS-306-5   Records Analyst
GS-305-4   File Clerk

MAIL CONTROL BRANCH

GS-305-9   Mail & File Supvr.   25X1
GS-305-8   Mail & File Supvr.   25X1
GS-305-7   Mail Supvr.

GS-305-6   Mail Clerk
GS-301-6   Courier

GS-301-5   Courier   25X1

OFFICE OF GENERAL SERVICES

SLOT	T/O		INCUMBENT	PENDING OR VACANT
25X1	RECORDS MANAGEMENT AND DISTRIBUTION DIVISION (CONTINUED)			25X1
	MAIL CONTROL BRANCH (CONTINUED)			
	GS-305-5	Mail Supervisor		25X1
	GS-305-5	Mail & File Supvr.		
	GS-301-4	Clerk (Typing)		25X1
	GS-305-4	Mail Clerk		
				25X1
	GS-301-4	Courier		25X1
				25X1
	GS-305-4	File Clerk		25X1
	GS-301-3	Courier		

CONFIDENTIAL
Security Information

OFFICE OF GENERAL SERVICES

SLOT	T/O	INCUMBENT	PENDING OR VACANT

RECORDS MANAGEMENT AND DISTRIBUTION DIVISION (CONTINUED)
MAIL CONTROL BRANCH (CONTINUED)

GS-301-3 Courier (Cont'd)

25X1

25X1

GS-305-3 Mail Clerk

CPC-110-4 Messenger
CPC-110-3 Messenger

(1.

25X1

CONFIDENTIAL
Security Information

Total Records Management and Distribution
Division